



City of Tempe

HUMAN RESOURCES ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	302	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$61,939
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$83,617
<i>Employee Group:</i>	CNS	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	HR Technician II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from a Human Resources Manager or from other management staff.
May provide functional and technical direction to support staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of professional level human resources experience.
<i>Education:</i>	Requires the equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, personnel management, public administration, business administration, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Professional Human Resources certification is preferred but not required, such as: <ul style="list-style-type: none">• PHR (Professional in Human Resources)• SPHR (Senior Professional in Human Resources)• IPMA-CP (Certified Professional in Human Resources)• CCP (Certified Compensation Professional)• CBP (Certified Benefits Professional)• CEBS (Certified Employee Benefits Specialist)

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of

professional, technical and analytical work involved in the implementation of the City's Human Resources programs, including; recruitment, testing and selection; classification and compensation; program and policy development; employee relations, employee benefits and/or assigned special projects; and to provide information and assistance to City staff and the public.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Coordinate and work with human resources programs, such as recruitment/selection, compensation, employee benefits, retirement, leave management, HRIS support, etc.
- Responsible for program compliance with current Personnel Rules and MOU's; review and recommend changes to programs and/or policies as needed. Maintain proper supporting documentation; monitor and address any compliance requirements.
- Review, analyze, and manage HRIS data relating to areas of assignment including active involvement with HRIS system integration of any related modules; assist in the development of technology solutions for program processes.
- Provide counsel, direction, and information to management, supervisors, and employees pertaining to area(s) of assignment.
- Develop curriculum and/or plan, organize and conduct training sessions for City employees on various human resources topics.
- Perform job related duties as assigned.
- Physically present to perform the duties of the position.

When assigned to Employee Benefits:

- Create and coordinate communication of benefit program provisions, through the HR website, new hire orientations, printed materials and other channels.
- Respond to questions, concerns and inquiries from a variety of parties including management, employees, retirees, dependents, providers, and vendors; resolve problems involving benefit program provisions, discrepancies, and contracts; gather and compile survey data results.
- Track and record as necessary any benefit program expenses and reconcile any related payments, premiums, transfers or other related financial transactions.

When assigned to Employment Services:

- Provide assistance with personnel issues; such as participating in investigations, analyzing and recommending solutions to resolve basic employee concerns and issues.
- Plan and implement recruitment and selection programs; oversee the establishment, preparation and maintenance of eligibility lists; advise panel members on the selection criteria; and respond to appeals over qualifications and hiring decisions; ensure compliance with related

federal, state, and local regulations.

- Assists with job evaluation including job classification audits, compensation surveys, preparing and revising job specifications, recommends classification and pay range adjustments.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Reviewed October 1995

Revised April 2001

Revised October 2003 (Reclassification)

Revised May 2007 (Update MQ)

Revised October 2011 (Update duties and MQs)

Revised February 2013 (Update duties)

Revised January 2014 (Update duties and MQs)

Revised October 2017 (Update purpose statement, duties and MQs., removed flex status, incorporated "Program Coordinator" classification)